

1 **PLANNING COMMISSION MINUTES**

2 Wednesday, May 14th, 2025, 6:00 pm

3 Providence City Office Building, 164 North Gateway Dr., Providence Ut

5 To view the video recording of the meeting please visit our YouTube channel found [\*\*HERE.\*\*](#)

7 **HR. MIN. SEC** above agenda items are timestamps of the YouTube recording.

9 **Call to Orders:** Shelly Nazer.

10 **Chair Roll Call of Commission Members:** Shelly Nazer, Bob Washburn, Joe Chambers, John Petersen &  
11 Julie Martin.

12 **Members Absent:** Michael Fortune & Robert Henke.

13 **Staff in Attendance:** City Manager Ryan Snow, Community Development Director Skarlet Bankhead and City  
14 Recorder Ty Cameron.

15 **Pledge of Allegiance:** Shelly Nazer.

18 ➤ **Item No. 1 Approval of Minutes:** The Planning Commission will consider approval of the minutes  
19 of March 12<sup>th</sup>, 2025. ([\*\*MINUTES\*\*](#))

- 21 • Shelly Nazer called for the approval of the minutes of March 12<sup>th</sup>, 2025.  
22 • No corrections were made.

24 **Motion to approve the minutes of March 12<sup>th</sup>, 2025. – Bob Washburn. 2<sup>nd</sup>- Joe Chambers.**

25 **Vote:**

26 **Yea- Shelly Nazer, Bob Washburn, Joe Chambers & John Petersen.**

27 **Nay-**

28 **Abstained-**

29 **Absent- Michael Fortune & Robert Henke.**

31 **Motion passes. Minutes approved.**

33 **Public Comments:** Citizens may express their views on issues within the Planning Commission's jurisdiction.

34 The Commission accepts comments: in-person, by email [providencecityutah@gmail.com](mailto:providencecityutah@gmail.com), and  
35 by text 435-752-9441. By law, email comments are considered public record and will be shared  
36 with all parties involved, including the Planning Commission and the applicant.

- 38 • Shelly Nazer opened the floor for public comment.  
39 • Staff indicated that no comments had come in via text or email.  
40 • No comments were made.  
41 • Shelly Nazer closed the public comment section of the meeting.

43 **Public Hearings:** None

44 **Legislative – Action Item(s):** None

45 **Administrative Action Item(s):** None

47 **Study Items(s):**48 **3 MIN. 05 SEC.**49  
50 ➤ **Item No. 2 Timber Brook Homes Rezone Request:** The Planning Commission will review, discuss  
51 and may move forward with setting a public hearing for a rezone request for parcel 02-096-0048 located  
52 in the general area of 314 W 100 S Providence UT Request seeks to rezone parcel from AGR to R-1-6.53 **(ANALYSIS) (PARCEL SUMMARY) (APPLICANT PRESENTATION)**

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- 55
- Shelly Nazer called item 2, gave a brief introduction and asked Skarlet Bankhead to give an  
56 overview of the request.
  - Skarlet Bankhead presented information on the rezone request for parcel 02-096-0048 located at  
57 314 W 100 S Providence, UT. She explained that the application was received on April 28th.  
58 The purpose of the request or application is to change the zoning from AGR to R-1-6. This is a  
59 study item to review the application before making a recommendation to the city council. A  
60 public hearing will be held before making a recommendation. This review focuses on zoning, not  
61 specific development designs.
  - Mrs. Bankhead reviewed relevant sections of the general plan, moderate income housing plan,  
62 and city code. She noted the proposed zone supports key initiatives and housing strategies, but  
63 does not guarantee unit pricing. The area has good access to parks and trails. Infrastructure  
64 requirements would be addressed at the building permit stage.
  - She noted that various city plans were considered when reviewing this rezone, including  
65 transportation, parks/trails, water, and sewer plans. She noted that the area has few geographical  
66 constraints for development.
  - She reviewed with the Planning Commission the use chart comparing zones in the surrounding  
67 area.
  - Dalen Tolman, owner of Timber Brook Homes, presented on his rezone request. He stated that  
68 their focus is providing affordable homes under \$450,000-\$500,000. They offer custom features  
69 like tile showers and quartz countertops. Noted that many plans are single-level with no steps.
  - Their requesting the R-1-6 zoning due to frontage requirements, not lot size. Most proposed lots  
70 would still be over 10,000 sq ft. Reported that the existing house would remain on a half-acre lot.
  - The Commission asked questions about road width, parking, bike lanes, irrigation plans, and  
71 reasons for the R-1-6 request versus other zones.
  - Reese Peterson, a nearby resident, commented that he is not opposed to the development. He  
72 described the irrigation ditch locations in the area and possible issues. He suggested larger lot  
73 sizes similar to nearby developments. He recommended considering a dog park or additional  
74 parking.
  - The Planning Commission discussed the next steps.

84  
85 **Motion to move item to a public hearing. – Bob Washburn. 2<sup>nd</sup>- Joe Chambers.**86 **Vote:**87 **Yea- Shelly Nazer, Bob Washburn, Joe Chambers, Julie Martin & John Petersen.**88 **Nay-**89 **Abstained-**90 **Absent- Michael Fortune & Robert Henke.**

92                   **Motion passes. Item to be set for a public hearing.**

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94                   **43 MIN. 20 SEC.**

95                   ➤ **Item No. 3 Planning Commission Bylaw Amendment; Bylaw 3.2:** The Planning Commission will  
96                   discuss amending Planning Commission Bylaw 3.2. **(AMENDMENT PROPOSAL)**

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- 98                   • Shelly Nazer called item 3, gave a brief introduction and asked Bob Washburn to present the  
99                   amendment.
- 100                   • Bob Washburn proposed amending Planning Commission Bylaw 3.2 regarding elections for  
101                   commission chair and vice chair. The amendment would allow candidates to express interest and  
102                   qualifications. Require candidates to confirm willingness to serve and allow all commission  
103                   members, including non-voting members, to vote on leadership positions.
- 104                   • The commission discussed the proposal, including voting requirements and procedures.

105                   **Motion to move this item along and vote on it tonight to recommend it to City Council. – Joe**  
106                   **Chambers. 2<sup>nd</sup> – John Petersen.**

107                   **Vote:**

108                   **Yea- Shelly Nazer, Bob Washburn, Joe Chambers, Julie Martin & John Petersen.**

109                   **Nay-**

110                   **Abstained-**

111                   **Absent- Michael Fortune & Robert Henke.**

112                   **Motion passes.**

- 113
- 114                   • Parties continued discussions on the amendment and agenda or item procedures.

115                   **Motion to recommend to the city council that they adopt the proposed amendment. – Joe**  
116                   **Chambers. 2<sup>nd</sup>- Bob Washburn.**

117                   **Vote:**

118                   **Yea- Shelly Nazer, Bob Washburn, Joe Chambers, Julie Martin & John Petersen.**

119                   **Nay-**

120                   **Abstained-**

121                   **Absent- Michael Fortune & Robert Henke.**

122                   **Motion passes.**

123                   **58 MIN. 35 SEC.**

124                   ➤ **Item No. 4 Providence City Code 10-8-4 Review and Discussion:** The Planning Commission will  
125                   review and discuss PCC 10-8-4 **(10-8-4 HEIGHT)**

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- 127                   • Shelly Nazer called item 4, gave a brief introduction and asked Bob Washburn to lead the  
128                   discussion.
- 129                   • Bob Washburn introduced discussion on Providence City Code 10-8-4 regarding building height  
130                   regulations. He noted that there are ambiguities and conflicts in the current code language versus

135 graphics. He commented that enforcement has become more stringent recently, causing issues  
136 for some builders. Advised that the Commission should consider clarifying the code and its  
137 enforcement.

- 138 • Nathan Ballstead, a local builder, provided input. He suggested basing height on street view  
139 rather than average grade. Commented that the current averaging method causes issues on sloped  
140 lots. Builders are adding fill and retaining walls to meet requirements, increasing costs. He  
141 questioned when the current language was added to the code.
- 142 • The Commission discussed: Reasons for height restrictions (aesthetics vs. safety). Impacts on  
143 views and neighboring properties. Challenges with hillside lots and finished grades and  
144 enforcement difficulties after initial approval.
- 145 • Skarlet Bankhead explained that staff are researching other cities' approaches, especially for  
146 hillside development. Graphics in the code can or should be updated to match written language.  
147 Noted that substantial changes should follow the formal code amendment process.
- 148 • Staff will continue to gather input from the fire department and building officials.

149 **Motion to continue the discussion at the next meeting, with staff to report on fire department and**  
150 **county input, and research other mountain town ordinances if time allows. – Joe Chambers. 2<sup>nd</sup>-**  
151 **Bob Washburn.**

152 **Vote:**

153 **Yea- Shelly Nazer, Bob Washburn, Joe Chambers, Julie Martin & John Petersen.**

154 **Nay-**

155 **Abstained-**

156 **Absent- Michael Fortune & Robert Henke.**

157 **Motion passes.**

158 **Motion to adjourn meeting. – Joe Chambers. 2<sup>nd</sup> – Julie Martin.**

159 **Vote:**

160 **Yea- Shelly Nazer, Bob Washburn, Joe Chambers, Julie Martin & John Petersen.**

161 **Nay-**

162 **Abstained-**

163 **Absent- Michael Fortune & Robert Henke.**

164 **Motion passes. Meeting adjourned.**

165 Minutes approved by vote of commission on 12th day of June 2025

166 I swear these minutes are true and correct to the best of my knowledge.



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Ty Cameron, City Recorder